

Our Meeting Today

ABSTRACT:

- Knowledge workers spend lots of time in meetings – face to face, phone calls, conference calls, video conferences, etc. – but a significant percentage feels that much of this meeting time is wasted or unproductive
- Helping knowledge workers better prepare for, conduct, and follow up on meetings is one of the key visions in the next major release of Office
- In this presentation we will share with you some of the learning we have gained from in-depth analysis of the meetings space, describe our goals for making meetings better, and demo some features that we have been working on to achieve those goals

Our Meeting Today

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- Helping knowledge workers better prepare for, conduct, and follow up on meetings is one of the key visions in the next major release of Office
- In this presentation we will share with you some of the learning we have gained from in-depth analysis of the meetings space, describe our goals for making meetings better, and demo some features that we have been working on to achieve those goals

Agenda

- Top-level Learning
- Target Customer
- The Opportunity
- In the Works at Office

Meetings area ripe for innovation

- 92% Office customers surveyed participate in work-related meetings
- 37% of employee time is spent in meetings
- There are 11 million business meetings in the United States each day = 3 billion per year
- Costs of a meeting include:
 - Lost productivity from tardiness, wasted time, inefficient discussions, wrong audience
 - Add travel costs that include:
 - Airfare, hotel, and meals
 - Lost productivity, wasted time, unattended-to work at the office
 - Time away from home and family, stress and frustration involved in travel
- Most busy professionals (89%) believe that technology will make meetings easier in the future
 - Challenge: how to address costs while maintaining benefits of meetings?

Address the Challenge by first Understanding the Status Quo

- Scheduling is painful, both within and outside the organization
- Paper documents & handwriting are a Meetings reality
 - Document sharing may start in email, but tends to end up in paper
- Meetings often stray off course because lack clear objective and agenda
- Telephone is king in remote meetings – ubiquitous, reliable and cheap
- Meetings are rarely "connected", few participants have PCs
 - PCs considered a barrier between social interaction, provide distraction
 - Asserts importance of on- and offline scenarios
- Many meetings lack resolution
 - Action items dropped
 - Key decisions left unmade, stakeholders left out of decisions

Narrowing the Scope: Our Data-Driven Focus

- Focus first on meetings with fewer participants
 - Most commonly observe meetings of 2 to 5 people
 - Benefits in solving 2 to 5 person scenarios may scale to larger meetings
- Prioritize scheduled meetings
 - Scheduled vs. non-scheduled is an important factor
 - We can have more impact by improving scheduled meetings where we see considerable planning time being spent
 - Incremental impact solving non-scheduled meetings where users waste time with inefficient tools
 - Ad-Hoc meetings involve smaller groups = target, so eventual focus
- Recognize importance of intra- and inter-company meetings
 - Intra-company meetings are more common, less formal
 - Inter-company meetings occur less often but require more preparation

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Target Customer

- After surveying and interviewing Office customers who prepare for, conduct, attend and follow-up on meetings, we learned where they spend time, have frustration and seek improvements in the meeting experience
- Our targets represent users in order of priority that will benefit most from our technology-based meeting improvements
 - Meeting Organizer
 - Remote Meeting Attendee
 - Business Traveler (Mobile)
 - Ad Hoc Meeting Participant

Target Customer

Priority #1:

The Meeting Organizer *and* Participant

Target Customer

Priority #1:

The Meeting Organizer *and* Participant

- Target

- Those customers who not only organize, but *then also participate* in the meetings that they organize

Priority #1:

The Meeting Organizer *and* Participant

■ Target

- **Those customers who not only organize, but *then also participate* in the meetings that they organize**
- This customer is most familiar with:
 - The decision to schedule the meeting
 - The agenda and goals of the meeting
 - The roles of attendees and reasons behind their being asked to attend
 - The background of the issues being discussed
 - The potential red flags that will be raised during the meeting
 - The anticipated outcome of the meeting
- **Familiarity causes customer to be more personally vested in the meeting**
 - Most likely to take advantage of tools to make meeting succeed
 - Seeking efficient tool for "creating, balancing & sharing work"

Target Customer

**Target #1: Subset
The Cross-Organization Meeting
Organizer**

Target #1: Subset The Cross-Organization Meeting Organizer

- Target
 - Those customers who organize and participate in meetings that include attendees from *outside* their organization

Target #1: Subset The Cross-Organization Meeting Organizer

■ Target

- Those customers who organize and participate in meetings that include attendees from *outside* their organization**
- This customer invests more planning time due to complications of cross-group organization**
 - Desires tool to:**
 - Avoid communication breakdowns resulting from organizational differences**
 - Ease coordination for all participants**
 - Streamline planning process by providing more information**

Target Customer

Priority #2 :

The Remote Meeting Participant

Target Customer

Priority #2 :

The Remote Meeting Participant

- Target

- Those customers who organize and participate in meetings that involve at least one *remote* participant

Priority #2 :

The Remote Meeting Participant

■ Target

- Those customers who organize and participate in meetings that involve at least one *remote participant*
- Remote users more likely to have access and license to use tools such as PCs or devices during a meeting
- Looking for means of reaching out and connecting with others in remote locations that is:
 - Affordable
 - Scalable
 - Reliable
 - User-friendly
 - Equitable

Priority #2 :

The Remote Meeting Participant

■ Target

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Ultimate goal: Overcome 2nd class status and achieve equal ground in the meeting space

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Target Customer

Priority #3:

The Business Traveler – Mobile

Target Customer

Priority #3:

The Business Traveler – Mobile

- Target
 - Those customers who invest time and money in business travel in order to attend face-to-face meetings

The Business Traveler – Mobile

■ Target

- Those customers who invest time and money in business travel in order to attend face-to-face meetings
- Expected to have more access to mobile tools such as laptop, PDA, cell phone
 - More willing and able to use mobile devices because accustomed to compensating for distance and communication complications
- Often consider face-to-face meetings valuable, even though the costs of travel are high
 - Need suitable alternative that still allows them to meet their business objectives

Target Customer

Priority #4:

The Ad Hoc Meeting Participant

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The Ad Hoc Meeting Participant

- **Target**
 - Those customers who meet on an ad hoc, or non-scheduled, basis and lose valuable information in the more informal setting

Priority #4:

The Ad Hoc Meeting Participant

■ Target

- **Those customers who meet on an ad hoc, or non-scheduled, basis and lose valuable information in the more informal setting**
- May not be meeting organizers but desire a more formalized work process
 - Wish to capture, organize and store meeting materials effectively
 - Likely constrained by meeting-related social norms
 - Laptops may not be welcome in meetings, so need tool to justify use
- Desire element of control over meeting
 - Tool managed at the individual level with possibility of influencing others at any stage

Agenda

- Top-level Learning
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The Opportunity

Nailing the Meeting Basics

- We can win by first developing solid Meetings "basics"
 - Improved scheduling within and outside the organization
 - Distributing and sharing materials
 - Prompting use of objectives and agendas
 - Enabling real-time data and voice connections
 - Managing action items
 - Capturing and distributing meeting findings
- Success criteria include:
 - Quick to learn, easy to use
 - Integrated pieces
 - One stop shop to collect, share and store information
 - Saves user time
 - Forgot what it was like to organize and run a meeting without our tool
 - Users make better decisions about the need to have a meeting, who should participate and what needs to be achieved

The Opportunity

Building upon the Foundation

- From foundation of basics, we move into next level features and services
 - Smarter note-taking and summarization of minutes
 - Rich audio-video options for real-time sharing
 - Activity-based services and solutions – brainstorming, decision-making
 - Integration with project management tools
- Success criteria
 - Tools in one place and work together
 - Seamless experience to move from planning to running to summarizing a meeting
 - Remote meetings become less of a nuisance, more of a natural option and interaction
 - Tools provide choices in how to best conduct a meeting

Ship schedule

- Two releases
 - Office.Net -- RTM April '03
 - Office.Longhorn -- RTM June '04
- Mission, design and feature goals span both releases
- Certain features will debut in Office.Net and expand in Office.LH

Meetings in Office

Product Mission

- Provide an end-to-end solution that ultimately increases knowledge worker productivity by helping them
 - organize
 - prepare for
 - optimize
 - conduct
 - avoid
 - report
 - and follow up on the results of ...
- ...Meetings!

Some Design Goals

- **Keep it simple.**
 - More tools does not necessarily mean a better meeting
 - No distinction between "regular" meetings and "connected" meetings – every meeting can be a connected meeting
- **Provide a consistent, integrated end-to-end experience**
 - Don't make the user go 5 different places on their PC just to plan or attend a meeting
- **Provide easy access to meeting information, while allowing maximum real-estate for the content itself**

Some Feature Goals

- Leverage Outlook calendar as a starting point for scheduling meetings
- Provide a way to prepare and store meeting-related materials, in context
- Deliver an efficient in-meeting experience for all participants
 - Provide a great experience for the TabletPC
 - Leverage Scribbler as a note-taking tool
- Persist meeting results so they can be retrieved later

Leveraging Outlook

- Office users already go to Outlook to schedule their meetings
- Providing an integrated scheduling experience with access to planning tools is key to making the scenarios work
- Every meeting request should provide an integrated, formatted way to include meeting content and a link to a “connected” experience.

Meeting Planning Features

- Create an agenda
- Add documents to a meeting
- Create discussions, surveys, pre-meeting action items
- All of this is authored and stored on an STS subweb called a Meetings Workspace, which is provisioned from an Outlook meeting request

An Efficient In-Meeting Experience

- "Connect" from your Calendar or from a meeting reminder
- One-click access to meeting-related information
- Focus is on the content, but information about the meeting itself is always available
- Synchronous or asynchronous viewing experience
- Leverage symmetrical collaboration when possible
- Meeting activities are captured and archived
 - Attendance, agenda progress
 - Notes
 - Action items
 - Lists, diagrams

Persisting Meeting Results

- Meeting minutes
- Auto-summary
- Access to working docs
- Action item follow-up
- Pre-populating follow-up meetings with evolving materials

Office.Net Plans

■ Meeting Workspace

- A SharePoint subweb
- Target customer is the meeting organizer/participant
- Create from Outlook, puts a link in your meeting request to the workspace
- Create and store an agenda, documents library, survey, discussion, etc
- Access the Meeting Workspace from a link in the calendar item, or from the Outlook reminder, or from SharePoint

MCPS Planning Meeting

Tuesday, September 18, 2001 2:00-2:30 PM 17/1234

Participants and workspace

Overview Lunch Options Meeting Minutes

Objective	Agenda	Documents
<p>Objective</p> <ol style="list-style-type: none"> 1. Review the MCPS agenda and the meeting 2. Review the agenda 3. Review the agenda <p>Add new objective</p>	<p>Agenda Item</p> <ol style="list-style-type: none"> 1. Review the agenda and the meeting 2. Review the agenda 3. Review the agenda <p>Add new agenda item</p>	<p>Documents</p> <p>File Last Modified</p> <ul style="list-style-type: none"> Business Meeting 2001 9/18/2001 9:38 AM Agenda 9/18/2001 9:38 AM Overview Spreadsheet 9/18/2001 9:38 AM <p>Add new document</p>

Attendees
<p>Attendee Name Response Comments</p> <ul style="list-style-type: none"> David Thomas (Participant) Accepted 1 out of 2 minutes David Thomas (Participant) Accepted 1 out of 2 minutes David Thomas (Participant) Accepted 1 out of 2 minutes David Thomas (Participant) Accepted 1 out of 2 minutes <p>Add new attendee</p>

Office.Longhorn Thoughts

- A “live”, i.e.-connected, meeting experience
 - Meeting console
 - One-click access to stored meeting materials
- RTC support via Windows APIs
 - Audio/video
 - Real-time document sharing using TS
 - Multipoint RTC server with firewall support
- Flexible storage model
- Seamless experience*

Demo
In-Meeting Experience

People

3 of 5 present (3 online)

Show attendees list
Invite another person
Start 1-on-1 video

Run meeting

Time remaining: 15:20

Show description
Show agenda
Show documents
Take Scribble notes
End Meeting

Share applications

Share Meetings in Office doc

Exchange information

Signpost on whiteboard
Send a note
Call Padner
Stephen Matlock

Follow-up

Show action items
Schedule Follow-up meeting
Open meeting workspace



"Jaguar's not just" everything

Perceptual

4 of 5 persons (3 confirm)

Stamm: *Arctostaphylos* Nutt.
 Frucht: *Arctostaphylos* Nutt.
 Blatt: *Arctostaphylos* Nutt.

© 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 2680,

Time remaining: 14:31

- Show description
- Show age/sz
- Show documents
- Take backup roles
- End tracking

Share applications

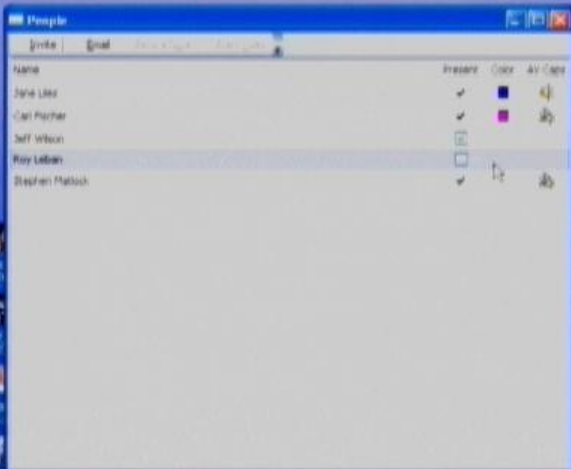
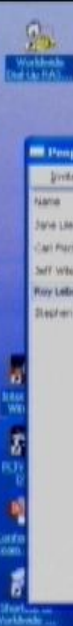
Share Meetings in Office app

It says by newspaper and internet ads.

Ernst Horn, an independent
Soviet agent
Carl Fischer
Stephen Mallory

Follow-up: 15.490

Share action items
Schedule follow-up meeting
Close meeting successfully



Microsoft Office Online Meeting

People

4 of 5 present (3 online)

Show attendees list
Invite another person
Start 1-on-1 video

Run meeting

Time remaining: 13:43

Show description
Show agenda
Show documents
Take Scribble notes
End Meeting

Share applications

Share Meetings in Office ppt

Exchange information

Exchange on whiteboard
Send a note
Call Paulier
Stephen Matlock

Follow-up

Show action items
Schedule follow-up meeting
Open meeting workspace

Notifications (1)

Your video conversation with Stephen Matlock has ended.



"Important" meeting

People

4 of 5 present (3 online)

- Show attendees list
- Invite another person
- Start 1-on-1 video

Run meeting

Time remaining: 13:18

- Show description
- Show agenda
- Show documents
- Take Scribble notes
- End Meeting

Share applications

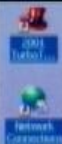
- Share Meetings in Office ppt

Exchange information

- Transform on whiteboard
- Send a note
- Call Paulier
- Stephen Mallick

Follow-up

- Show action items
- Schedule follow up meeting
- Open meeting workspace



Agenda

Remaining Time: 13:18
Remaining Items: 60:00

Complete	Description	Time
<input type="checkbox"/>	1. Review section 6.2 - outlook integration	18:00
<input type="checkbox"/>	2. Review section 7.8 - read form	20:00
<input type="checkbox"/>	3. Discuss any last minute design changes	20:00
<input type="checkbox"/>	4. Official buy off from design team	5:00

People

4 of 5 present (3 online)

- Show attendee list
- Invite another person
- Start (on-line) video

Run meeting

Time remaining: 12:51

1. Review section 5.2 - out... 14:59

- Show description
- Show agenda
- Show documents
- Take Scribble notes
- End Meeting

Share applications

Show Meetings in Office.pdf

Exchange information

- Transfer on infoteboard
- Send a note
- Call Patcher
- Stephen Mallick

Follow-up

- Show action items
- Schedule follow up meeting
- Open meeting workspace



Agenda

Remaining Time: 12:51
Remaining Items: 59:59

Complete	Description	Time
<input checked="" type="checkbox"/>	1. Review section 5.2 - workbooks integration	14:59
<input type="checkbox"/>	2. Review section 7.8 - read form	20:00
<input type="checkbox"/>	3. Discuss any last minute design changes	20:00
<input type="checkbox"/>	4. Official buy off from design team	5:00

People

4 of 5 present (3 online)

- Open attendee list
- Invite another person
- Start 1-on-1 video

Run meeting

Time remaining: 12:49

1. Review section 5.2 - out... 14:57

- Show description
- Show agenda
- Show documents
- Take 30-second notes
- End Meeting

Share applications

Share Meetings in Office .ppt

Exchange information

- Transfer on infoboard
- Send a note
- Call Poster
- Stephen Mallick

Follow-up

- Show action items
- Schedule follow-up meeting
- Open meeting workspace



Agenda

Remaining Time: 12:49
Remaining Items: 59:57

Complete	Description	Time
<input checked="" type="checkbox"/>	1. Review section 5.2 - outboard information	14:57
<input type="checkbox"/>	2. Review section 7.5 - read form	20:00
<input type="checkbox"/>	3. Discuss any last minute design changes	20:00
<input type="checkbox"/>	4. Official buy off from design team	5:00

People

4 of 5 present (3 online)

Show attendees list
Invite another person
Start 1-on-1 video

Run meeting

Time remaining: 12:34
2. Review section 7.5 - rds... 19:59
Show description
Show agenda
Show documents
Take Scribble notes
End Meeting

Share applications

Share Meetings in Office .ppt

Exchange information

Transfer to my infobar
Send a note
Call Meister
Stephen Mallick

Follow-up

Show action items
Schedule follow up meeting
Open meeting workspace



Agenda

1. Review section 7.5 - outlook integration 14:45

2. Review section 7.5 - rds... 19:59

3. Discuss any last minute design changes 20:00

4. Official buy off from design team 5:00

People

4 of 5 present (3 online)

Show attendee list
Invite another person
Start 1-on-1 video

Run meeting

Time remaining: 12:21
2. Review section 7.3 - 19:40
Show description
Show agenda
Show documents
Take screen notes
End Meeting

Share applications

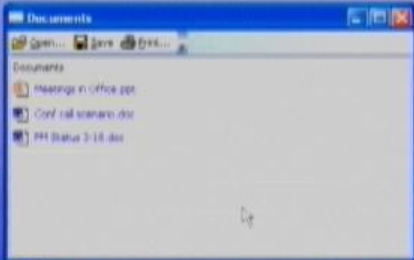
Share Meetings in Office.ppt

Exchange information

Exchange on information
Send a note
Call Meeter
Stephen Mallick

Follow-up

Show action items
Schedule follow-up meeting
Open meeting workspace



Perceptual

4 of 8 printed (3 continue)

More information:

Protein synthesis inhibitors

Sept 1-09-1 10340

Means comparison

Time remaining: 11:13

2. Review section 7.2 + ex. 10:20

Where to Buy

Shore aprilia

Show summaries

* 2000-2001 season only

End Meeting

Life span specific activities

Shane Larson et al. / May 2008

Keywords: *Self-esteem, self-esteem threat, self-esteem threat sensitivity, self-esteem threat sensitivity scale, self-esteem threat sensitivity scale-2*

It was the average and the usual hours.

Do not use this form for a child under 18 years of age.

David A. Hodge

Case Manager

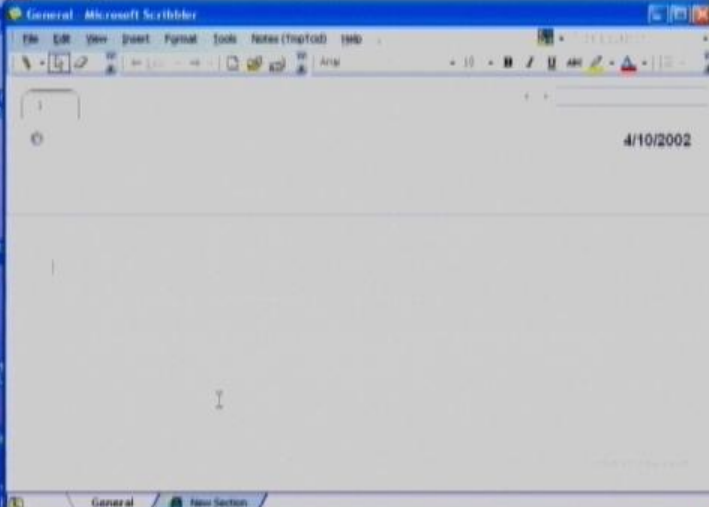
Thompson, M. 1996.

 $R^2 = 0.49$

Western Australia, 1999

Schwartz, J. E., & Feldman, J. S. (1980).

Open meeting worksheet



People

4 of 5 present (3 online)

Show attendee list
Invite another person
Start 1-on-1 video

Run meeting

Time remaining: 10:48
2. Review section 7.3 - res... 10:13
Show description
Show agenda
Show documents
Take Scribble notes
End Meeting

Share applications

Share Meetings in Office.ppt

Exchange information

Transfer on feedback
Send a note
Call Meeter
Stephen Mallick

Follow-up

Show action item
Schedule follow up meeting
Open meeting workspace

Notifications (1)

Stephen Mallick would like to have a video conversation with you.

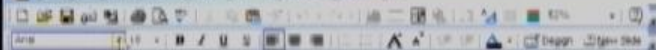
Accept this request?

Yes No

Microsoft PowerPoint - Meetings in Office.ppt

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Outline Slides

1. Meeting 4:00 PM
2. Meeting 4:00 PM

Office/Longhorn synergy

- Office meeting experience builds on
 - LH RTC components
 - Server
 - Multipoint real-time protocol
 - Application sharing
 - LH location awareness
 - p2p work
 - Office components
 - Outlook for scheduling
 - Meeting Workspace for storage of meeting collateral
 - Scribbler for notetaking

Click to add notes



Meetings in Office

- Themes
 - Increase KW productivity in and around meetings
 - Make the PC (desktop, laptop, tablet) a useful meeting tool
- Scenario highlights
 - Sm-med size (<20 ppl)
 - Focus on the end-to-end experience
 - Leverage meeting tools, servers, wireless, h/w

People

4 of 5 present (3 online)

- Show attendees list
- Invite another person
- Start 1-on-1 video

Run meeting

- Time remaining: 10:11
- 2. Review section 7.5 - res... 17:26
 - Show description
 - Show agenda
 - Show documents
 - Take Scribble notes
 - End Meeting

Share applications

- Share Meetings in Office.ppt

Exchange information

- Transform on whiteboard
- Send a note
- Call Master
- Stephen Mallick

Follow-up

- Show action items
- Schedule follow up meeting
- Open meeting workspace

Notifications (1)

Stephen Mallick would like to have a video conversation with you.

Accept this request?

- Yes
- No

Microsoft PowerPoint - [Meetings in Office.ppt]

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Send 100% Design Show Slide

Outline Slides X

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Whiteboard

File Edit View Tools

Click to add notes

Slide 1 of 2 Default Design

People

4 of 5 present (3 online)

- Show attendees list
- Invite another person
- Start 1-on-1 video

Run meeting

- Time remaining: 10:09
- 2. Review section 7.9 - res... 17:24
 - Show description
 - Show agenda
 - Show documents
 - Take Scribble notes
 - End Meeting

Share applications

- Share Meetings in Office.ppt

Exchange information

- Transform on whiteboard
- Send a note
- Call Poster
- Stephen Mallick

Follow-up

- Show action items
- Schedule follow up meeting
- Open meeting workspace

Notifications (1)

Stephen Mallick would like to have a video conversation with you.

Accept this request?



Microsoft PowerPoint - [Meetings in Office.ppt]

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Insert

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Whiteboard

File Edit View Tools

Click to add notes

Slide 1 of 2 Default Design

People

4 of 5 present (3 online)

- Show attendees list
- Invite another person
- Start 1-on-1 video

Run meeting

Time remaining: 9:28

2. Review section 7.3 - 164... 17:00

- Show description
- Show agenda
- Show documents
- Take Scribble notes
- End Meeting

Share applications

- Share Meetings in Office app

Exchange information

- Exchange on information
- Send a note
- Call Meeting
- Stephen Mallock

Follow-up

- Show action items
- Schedule follow up meeting
- Open meeting workspace

Notifications (1)

Stephen Mallock would like to have a video conversation with you.

Accept this request?

- Yes
- No

Microsoft PowerPoint - [Meetings in Office.ppt]

File Edit View Insert Format Tools Slide Show Window Help

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Whiteboard

File Edit View Tools

I love meetings.

Send a note to Stephen Mallock

Slide 1 of 2 Default Design

People

4 of 5 present (3 online)

- Show attendees list
- Invite another person
- Start 1-on-1 video

Run meeting

- Time remaining: 9:52
- 2. Review section 7.3 + 185... 16:57
 - Show description
 - Show agenda
 - Show documents
 - Take Scribble notes
 - End Meeting

Share applications

- Share Meetings in Office.ppt

Exchange information

- Bring up on whiteboard
- Send a note
- Get Feedback
- Stephen Matlock

Follow-up

- Show action items
- Schedule follow up meeting
- Open meeting workspace

Notifications (1)

Stephen Matlock would like to have a video conversation with you.

Accept this request?

- Yes
- No

Microsoft PowerPoint - [Meetings in Office.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Outline Slides X

Whiteboard

File Edit View Tools

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People

4 of 3 present (3 online)

- Show attendee list
- Invite another person
- Start 1-on-1 video

Run meeting

Time remaining: 9:31

- Review section 7.3 - res... 10:50
- Show description
 - Show agenda
 - Show documents
 - Take Scribble notes
 - End Meeting

Share applications

- Share Meetings in Office app

Exchange information

- Breakout in Whiteboard
- Send a note
- Call Poster
- Stephen Matlock

Follow-up

- Show action items
- Schedule follow-up meeting
- Open meeting workspace

Notifications (1)

Stephen Matlock would like to have a video conversation with you.

Accept the request?

Yes No

Microsoft PowerPoint - [Meetings in Office.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Send 10

Outline Slides

Whiteboard

File Edit View Tools

1

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I love meetings!

Send a note to Stephen Matlock

Stephen Matlock:
ok

Jane Liles:
lots of g&a right now...

Stephen Matlock:
didn't see notification

Stephen Matlock:
says it's trying to connect

Slide 1 of 2 Default Design

Connecting to Stephen Mallick...

[Click here to cancel](#)

Phone

People

4 of 5 present (3 online)

[Show attendee list](#)

[Invite another person](#)

Run meeting

Time remaining: 8:59

2. Review section 7.5 - res... 14:24

[Show description](#)

[Show agenda](#)

[Show documents](#)

[Take Scribe notes](#)

[End Meeting](#)

Share applications

[Share Meetings in Office.ppt](#)

Exchange information

[Transcribe on whiteboard](#)

[Send a note](#)

[Carl Fischer](#)

[Stephen Mallick](#)

Follow-up

[Show action items](#)

[Schedule follow-up meeting](#)

[Open meeting workspace](#)

Microsoft PowerPoint - Meetings in Office.ppt

File Edit View Insert Format Tools Slide Show Window Help

Outline Slides X

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Whiteboard

File Edit View Tools

meanings are cool

I love meetings

Click to add notes

Slide 1 of 2

Default Design

Connecting to Stephen Mallick...

[Click here to cancel](#)

Pause

People

4 of 5 present (3 online)

[Show attendee list](#)

[Invite another person](#)

Run meeting

Time remaining: 0:04

2. Review section 7.5 - res... 16:19

[Show description](#)

[Show agenda](#)

[Show documents](#)

[Take Surveys / votes](#)

[End Meeting](#)

Share applications

[Share Meetings in Office ppt](#)

Exchange information

[Brainstorm on whiteboard](#)

[Send a note](#)

[Carl Fletcher](#)

[Stephen Mallick](#)

Follow-up

[Open action item](#)

[Schedule follow-up meeting](#)

[Open meeting workspace](#)



Demo
In-Meeting Experience

Demo
In-Meeting Experience

Demo
In-Meeting Experience

Innovation Opportunities

- Conference call integration
- More symmetrical collaboration tools
 - Presentation tool
 - Shared drawing/notetaking space
 - Document co-editing
- Integration of structured data from LOB apps into the meeting
- Wireless p2p
- Intelligent information retrieval during the meeting
- Multipoint audio/video
- Broadcast/recorded meetings

Call to action

- Could your work make meetings better for Office users?
- If you are working on a meeting-related project, does it fit in with the Office.Longhorn meeting model?
- Contact JaneL (GPM), BrendanB (GPM), LizFried (Product Planner), or JeffWils (Usability) for more discussion